

Virginia Department of Education



Using PPICS for Data Collection: Federal Reporting Requirements

21st Century Community Learning Centers (21st CCLC) Grant
New Coordinators' Academy
October 2-3, 2012

First Things First: What is PPICS?

- “PPICS” stands for ***Profile and Performance Information Collection System***
- ***Profile***
 - PPICS asks you to submit “Grantee Profile” information—basic information about your grant and centers.
- ***Performance Information***
 - PPICS asks you to submit program data for each year your grant was in operation. “Annual Performance Reports” (or APRs) are collected every year.

First Things First: What is PPICS?

- Think about PPICS in terms of two main “modules”:
 - The Grantee Profile (keep up to date!) 
 - The APR (fill one out each year!) 
- To fulfill your reporting requirements, you will need to complete BOTH the Grantee Profile AND the APR.
- An APR must be completed *each* year your grant is active.

First Things First: Why Am I Being Asked to Report in PPICS?

There are two big reasons PPICS is necessary:

➤ Reason 1

- In 2001, the 21st CCLC program changed from being a *federally*-administered program to being a *state*-administered program.
- The federal government needed a way to continue to keep track of the program under state administration: So, as part of your 21st CCLC grant, you are required to submit program data to the Federal government.
- The web-based data collection instrument *PPICS* was established to collect 21st CCLC data.

First Things First: Why Am I Being Asked to Report in PPICS?

➤ Reason 2

- The U.S. Department of Education needs to be able to report on **Government Performance and Results Act (GPRA) indicators** for the 21st CCLC program.

PPICS Part 1: How Grantees Gain Access to PPICS

- 1. State staff need to complete a delegation form online (in PPICS), and submit the form to LPA. If you are a new grantee, make sure your state coordinator has completed this step.
- 2. Upon submission of the delegation form, LPA automatically sends an e-mail containing username and password information to the grantee **contact** (specified by the state).
- 3. The person specified as the grantee **contact**, upon receiving the e-mail, will then be able to log in to PPICS as a **grantee user**.

First Things First: What is PPICS?



Home Page

Welcome to the 21st Century Community Learning Centers (CCLC) Profile and Performance Information Collection System! The purpose of this system is to collect basic information from 21st CCLC grantees like yourself about the characteristics associated with your program and the outcomes you were able to achieve as a result of providing services to students and adult family members attending your program.

Getting Started

In order to begin the process of entering your data into the Profile and Performance Information Collection System, click on one of the tabs at the top of the page, or click the Instructions link for more information. You are also strongly encouraged to download and thoroughly read the [Grantee Profile User Guide](#) (Adobe® Reader® PDF, 1MB). This document provides important information on the information you will need to complete your Grantee Profile. (Note. A new APR User Guide is currently in development and will be posted here when completed.)

System Instructions and Supports

- [Instructions](#)
- [I want to change my password or e-mail address](#)
- [Technical Support, Troubleshooting, and Contact List](#)

User Guides and Forms

PPICS: The APR

The Annual Progress Report

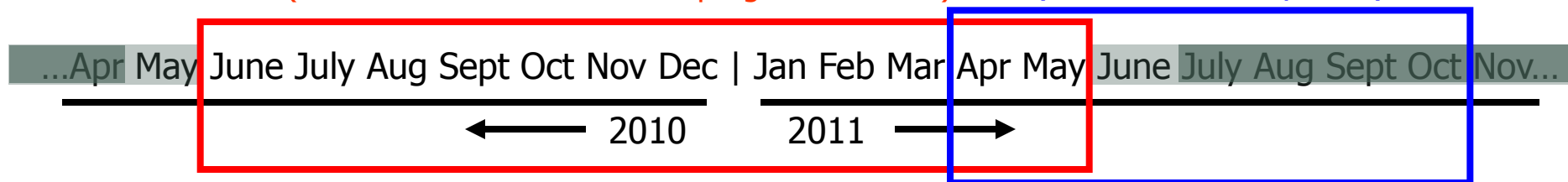


APR: Overview

- The APR is an *annual report*—it is a report of what your program did during the past year.
- A single APR covers the preceding year's summer, the preceding year's fall, and this year's spring term.

"APR 2011"/"Reporting Period"
(exact dates based on school program calendar)

APR 2011 Data Entry
(exact dates set by state)



APR: Overview

- An APR needs to be completed for each 21st CCLC grant active *during the reporting period*.
- The APR asks for the elements that characterized program operation *during the reporting period* and outcomes obtained.
- The APR has up to three main sections:
 - Objectives
 - Centers (Made up of at least six sub-sections)
 - Partners

APR: The Three Main Sections

21st Century Community Learning Centers
21st CCLC Profile and Performance
Information Collection System

You are logged in as:
THIS@G6N
[Logout](#)

Home/Help | Grantee Profile | **APR** | Reports | Export Data

**Annual Performance Report (APR)
Main Page**

[APR Instructions](#)

Demo Grantee

Click any of the blue, uncheckmarked buttons below to enter information successfully completed with all the required information, a gray, checkmarked blue button. You can click the gray checkmarked buttons to edit a section or delegate the responsibility of completing the APR Center section to a center. You can do this by clicking on the **Centers** button.

APR Due Date: / /

Demo Grantee **Objectives**

☐ I want to certify the APR data for my centers.

APR Video Tutorials

- Main Page
- [Objectives](#)
- Centers
 - [Main Page](#)
 - [Operations](#)
 - [Staffing](#)
 - [Attendance](#)
 - [Feeder Schools](#)
 - [Activities](#)
 - [Grades](#)
 - [SA Current](#)
 - [SA Cross Year](#)
 - [Teacher Survey](#)
- Regular Attendees
 - [Overview](#)
 - [Student Info](#)
 - [Grades](#)
 - [SA Current Year](#)
 - [SA Cross Year](#)
 - [Teacher Survey](#)
 - [Record Management](#)
- Partners

[Close X](#)

APR: Objectives

Program Objectives:

Outlined below are the program objectives that your grantee identified when completing their Grantee Profile. *If grantees in your state have not been asked to complete a Grantee Profile, then objectives for this grantee will need to be [added](#) to the table.* In the "Status of Objective" column, please select the option that best describes the status of this objective at the end of the reporting period.

If there were program objectives that were associated with the activities a grantee undertook during the reporting period that are not listed below, please [add that objective](#) to the table.

If there were program objectives that were **not** associated with the reporting period but are listed in the table below, you can remove them from this year's APR by selecting the *Objective Not Associated with the Reporting Period* option from the Status of Objective dropdown menu. Once you save the information and return to the page the Objective in question will appear under the heading *Objectives for which APR data does not need to be submitted*.

Objectives for which APR data should be submitted:

	Objective Classification	Status of Objective
At least 50% of participants who attend at least 70% of sessions of the after school program will demonstrate an annual increase of at least 5 points in math and reading grades.	<ul style="list-style-type: none">• Improve Student Achievement;• Reach Targeted Participation Levels in Core Educational Services• Offer a Particular Type of Activity or Service;• Foster Community	<div>-- Select one --</div> <div>-- Select one --</div> <div>Met the stated objective</div> <div>Did not meet, but progressed toward the stated objective</div> <div>Did not meet and no progress toward the stated objective</div> <div>Unable to measure progress on the stated objective</div> <div>Revised the stated objective</div> <div>Dropped the stated objective entirely</div> <div>Objective Not Associated with the Reporting Period</div>

APR: Centers/Operations

Weeks and Days of Operation

Complete the following questions by identifying the total number of weeks and days the center was open.

What was the total number of weeks the center was open during the school year?

What was the total number of weeks the center was open during the summer?

What was the typical number of days per week the center was open during the school year?

What was the typical number of days per week the center was open during the summer?

[Add Comments](#)

Save My Information

If you have any comments you would like to make about the interpretability of the instructions on this page or about the feasibility of obtaining or reporting the data requested in this section, please click on the following link entitled [Comments for Learning Point Associates](#).

[Comments for Learning Point Associates](#)

APR: Centers/Staffing

[Further guidance on classifying staff](#)

To save the information you have added or updated, click on the **Save My Information** button at the bottom of the page.

	School Year		Summer	
Type of Staff Member	Paid	Volunteer	Paid	Volunteer
School-day teachers (include former and substitute teachers)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Center administrators and coordinators	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Youth development workers and other nonschool-day staff with a college degree or higher	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other nonteaching school-day staff (e.g., librarians, guidance counselors, aides)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Parents	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
College students	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
High school students	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other community members (e.g., business mentors, senior citizens, clergy)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other nonschool-day staff with some or no college	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Totals:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

APR: Centers/Attendance

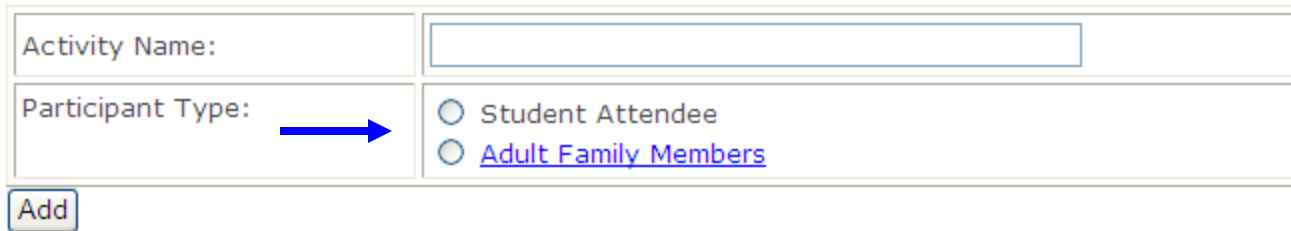
By Racial/Ethnic Group (Duplicates Allowed)		
Please Indicate the Total Number of:	Total Student Attendees	Regular Student Attendees
American Indian/Alaska Native	<input type="text"/>	<input type="text"/>
Asian/Pacific Islander	<input type="text"/>	<input type="text"/>
Black or African American	<input type="text"/>	<input type="text"/>
Hispanic or Latino	<input type="text"/>	<input type="text"/>
White	<input type="text"/>	<input type="text"/>
How many students attending the center do you not have racial/ethnic group data for?		
<input type="text"/>	<input type="text"/>	<input type="text"/>

APR: Centers/Attendance

- In addition to the “Racial/Ethnic Group Data” section, there are several other “Student Characteristic” sections on the Attendance page:
- Gender
 - Limited English Proficiency
 - Free or Reduced Price Lunch Eligibility
 - Special Needs or Disabilities
 - Grade Level

APR: Centers/Activities (Individual Activities)

Add a new activity



Activity Name:

Participant Type: ☐ Student Attendee
☐ [Adult Family Members](#)

Activities For Which APR Data Needs To Be Reported



Example SY Activity for Students	<input type="text"/>	<input type="button" value="Activity Info"/>
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Activities For Which APR Data Does Not Need To Be Reported

[Continue](#)

What information needs to be provided for the APR module – Outcome Data

- States have been afforded three impact-category options that can be selected to comply with federal reporting requirements:
 - Changes in **Grades**
 - Changes in **State Assessment Results**
 - Changes in Student Behaviors, based on **Teacher Surveys** (LPA's Teacher Survey)

What information needs to be provided for the APR module – Outcome Data

- States have options with regard to the new Regular Attendees page (individual student data collection).
- States can choose to collect outcome data using **Impact Gradation**—outcome data are reported in attendance ranges:
 - 30 to 59 days
 - 60 to 89 days
 - 90 days or more

The Regular Attendees Page: What is it?

- What is the Regular Attendees page?
 - A *method* of collecting data; data are collected at the student level
 - On the Regular Attendees page, you will report *impact category* APR data—grades, state assessments (current or cross-year), and teacher surveys
 - Outcome data are reported *only* for regular attendees:
 - Hence “Regular Attendees” page.

Getting to the Regular Attendees Page

APR: Centers - Microsoft Internet Explorer provided by Learning Point Associates

http://action.learningpt.org/ppics/apr/aprcenters.asp

21st CCLC Profile and Performance Information Collection System

You are logged in as: demons4j
[Logout](#)

Home/Help Grantee Profile **APR** Reports Export Data

APR Demonstration Grantee Centers

[Back to APR Main Page](#)

21st CCLC Centers Associated With This Grant

A center supported with 21st CCLC funds is considered to be the physical location where grant-funded services and activities are provided to participating students and adults. A center is characterized by defined hours of operation; dedicated staff that plan, facilitate, and supervise program activities; and an administrative structure, which may include a position akin to a center coordinator. Outlined below are the 21st CCLC centers identified as being funded by this grant as a result of completion of the Grantee Profile data-entry process.

Please [add any centers](#) funded by this grant that were active during the reporting period which are not identified in the table.

[Other items to take into consideration when reporting APR data for centers.](#)

Click any of the blue, unchecked buttons below to enter information. Once a section has been successfully completed with all the required information, a gray, checkmarked button will replace the blue button. You can click the gray checkmarked buttons to edit a section's information.

Centers that have to submit APR data:

Demonstration Center 1 Delegate this center.	Operations ✓	Training ✓	Attendance ✓	Feeder Schools ✓	Regular Attendees
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The Regular Attendees Page (Main)

Regular Attendees - Microsoft Internet Explorer provided by Learning Point Associates

http://action.learningpt.org/ppics/apr/regularattendees/aprIndividualAttendee.aspx

Regular Attendees

reported on the attendance page. Any individual student data that has been entered into the system prior to downloading the spreadsheet—by any of the methods—will be downloaded as well. You can then enter or edit individual student data using the spreadsheet. Once you are finished making changes or edits to the spreadsheet and have saved them, the spreadsheet can then be uploaded to the system. It should be noted that any changes to student records made between downloading and uploading the spreadsheet will overwrite any previous data already in the system. The spreadsheet can be downloaded and uploaded as many times as necessary.

Method B, the individual-by-individual view. This view allows you to enter or modify data directly via the web interface, with one record displayed at a time. This method is especially useful for those users who want to enter student data directly into the system one record at a time.

Method C, the all-attendees view. This view is similar to the individual-by-individual view, except that multiple records are displayed at once. This view allows the user to directly enter or modify data for multiple student records at the same time.

Begin entering individual student data by selecting any of the three methods described above. These methods are accessed by clicking on one of the blue, unchecked buttons below. All the buttons will be checked off as complete once all the student records are completely filled out and the number of individual attendee records matches the number of regular attendees reported on the attendance page.

Enter Individual Attendee Information

Note: Multiple methods can be used.

Method A: Add or modify regular attendee data using a spreadsheet.

Method B: Add or modify one regular attendee at a time via we interface.

Method C: Add or modify several regular attendees at a time via we interface.

Download Spreadsheet

Upload Spreadsheet

Enter Information Individually

Enter Information for All Attendees

Individual Attendee Tools

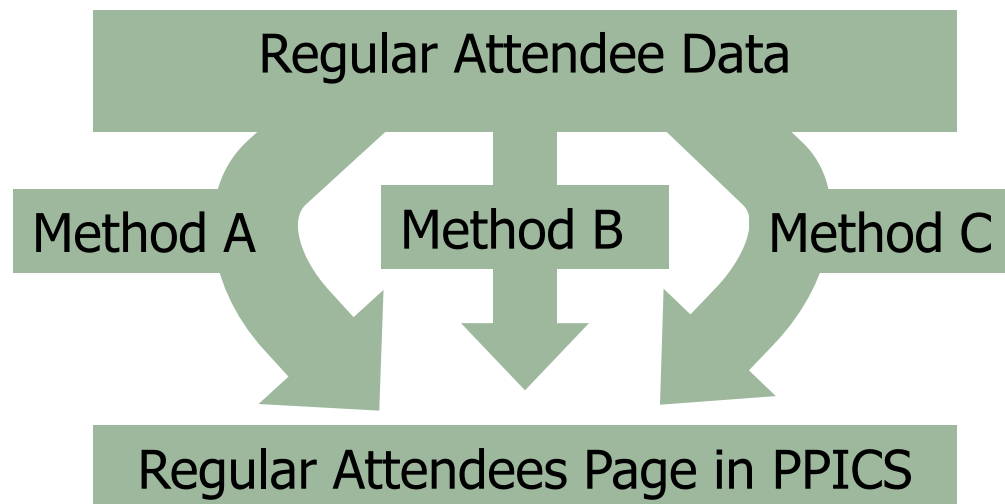
[Individual Attendee Information Data Element Capture List Completion Summary](#)

Done

Internet 100%

Methods for Entering Regular Attendee Data: A Very Important Interlude

- The three methods available are for the user's convenience only: they do NOT reflect additional data entry pages in PPICS.






Methods for Entering Regular Attendee Data

Enter Individual Attendee Information

Note: Multiple methods can be used.

Method A: Add or modify regular attendee data using a spreadsheet.


 

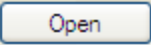
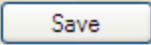
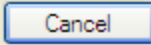


Individual Attendee Tools
[Individual Attendee Information Data](#)
[Completion Summary](#)


File Download


Do you want to open or save this file?

 Name: Attendee16826.xls
Type: Microsoft Excel Worksheet, 28.0KB
From: action.learningpt.org

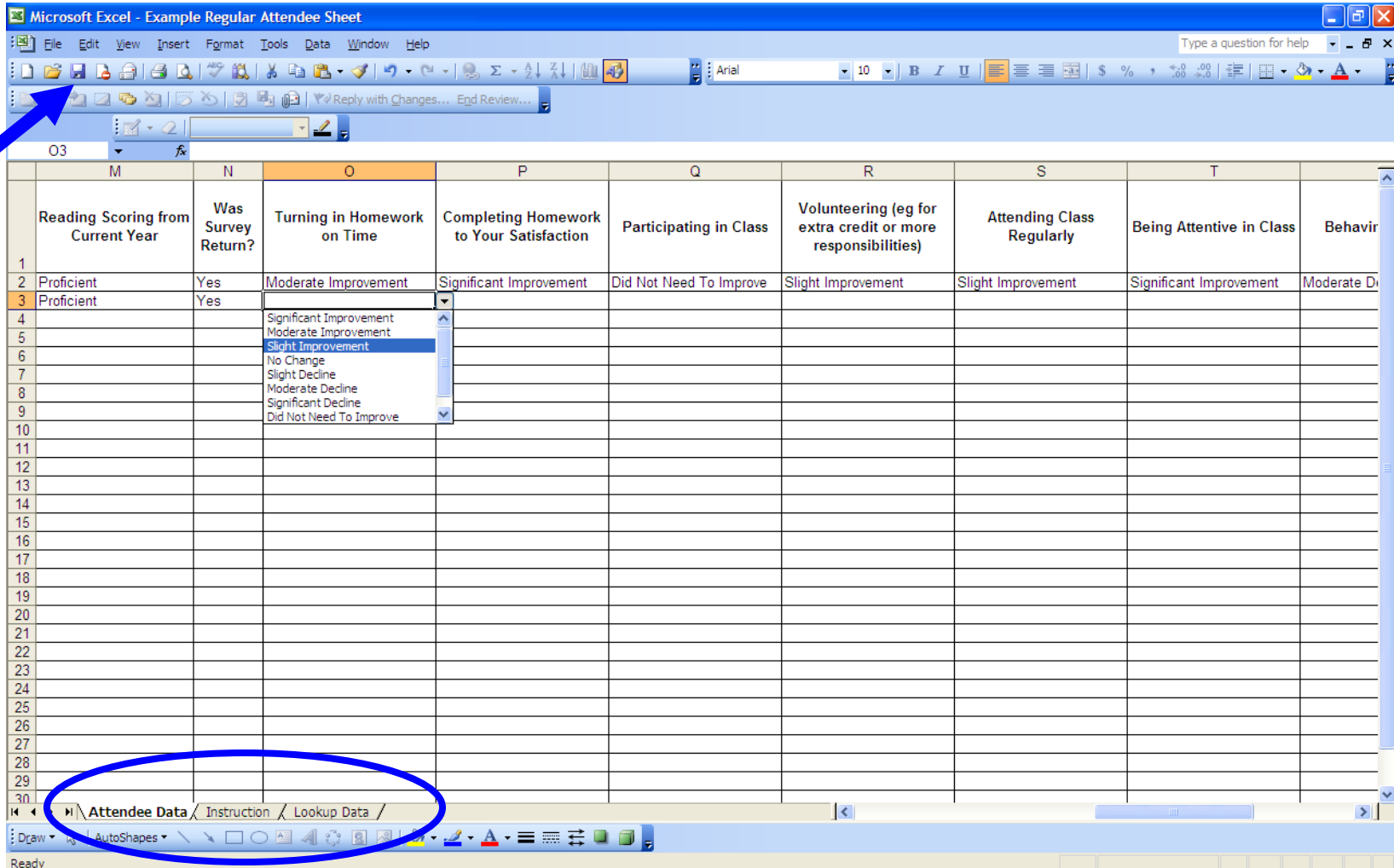
  

☒ Always ask before opening this type of file

 While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)



Method A: The Spreadsheet



Method A: The Spreadsheet

Enter Individual Attendee Information

Note: Multiple methods can be used.

Method A: Add or modify regular attendee data using a spreadsheet.

Download Spreadsheet

Method B: Add or modify one regular attendee at a time via web interface.

Enter Information Individually

Method C: Add or modify several regular attendees at a time via web interface.

Enter Information for All Attendees

Upload Spreadsheet



Individual Attendee Tools

[Individual Attendee Information Data Element Capture List Completion Summary](#)

Method B: Individual View

Enter Individual Attendee Information

Note: Multiple methods can be used.

Method A: Add or modify regular attendee data using a spreadsheet.

Download Spreadsheet

Upload Spreadsheet

Method B: Add or modify one regular attendee at a time via web interface.

Enter Information Individually

Method C: Add or modify several regular attendees at a time via web interface.

Enter Information for All Attendees



Individual Attendee Tools

[Individual Attendee Information Data Element Capture List Completion Summary](#)

Method B: Individual View

Regular Attendees - Microsoft Internet Explorer provided by Learning Point Associates

http://action.learningpt.org/ppics/apr/regularattendees/aprAttendeeInformation.aspx?method=B

Regular Attendees

Number of Regular Attendees: 32

There are no Regular Attendees completed out of 32 Regular Attendees.

Entering Individual Attendee Information

There are three methods for entering individual attendee information; spreadsheet, individual by individual view, or all attendees view.

The first method is to download a spreadsheet containing all the required fields. You can copy the data from another resource or enter it directly into the spreadsheet.

The individual by individual view and all attendees view allows you to enter or modify your data directly via the web interface. The attendee by attendee option only displays one attendee on the screen.

Attendee Reference ID: Search

Attendee ID	Grade Level Bands	Days Attended		Grading				State Assessment				Was Survey Return?	Turning in Home on Time	
		Number of SY Days Attended	Number of Summer Days Attended	Grading Scale	Math Grade - Fall	Math Grade - Spring	Reading Grade - Fall	Reading Grade - Spring	Math Scoring from Previous Year	Reading Scoring from Previous Year	Math Scoring from Current Year			Reading Scoring from Current Year
672794	2nd-3rd	36	12	E-S-U	S	S	S	E	Proficient	Basic	Proficient	Advanced	Yes	Significant Decline

1 2 3 4 5 6 7 8 9 10 ...

Save and Next Save and Return Cancel

Done

Method B: Individual View

- May be a more viable option for those uncomfortable with the upload process
- Also a straightforward method to edit individual records that were initially added to PPICS by using the upload spreadsheet option associated with Method A.
- This method contains a search option that allows grantees to search for an individual student using the Attendee ID.
- Application of validation parameters indicating if data is problematic in some way is immediate.

Method C: All-Attendees View

Enter Individual Attendee Information

Note: Multiple methods can be used.

Method A: Add or modify regular attendee data using a spreadsheet.

Download Spreadsheet

Upload Spreadsheet

Method B: Add or modify one regular attendee at a time via web interface.

Enter Information Individually

Method C: Add or modify several regular attendees at a time via web interface.

Enter Information for All Attendees

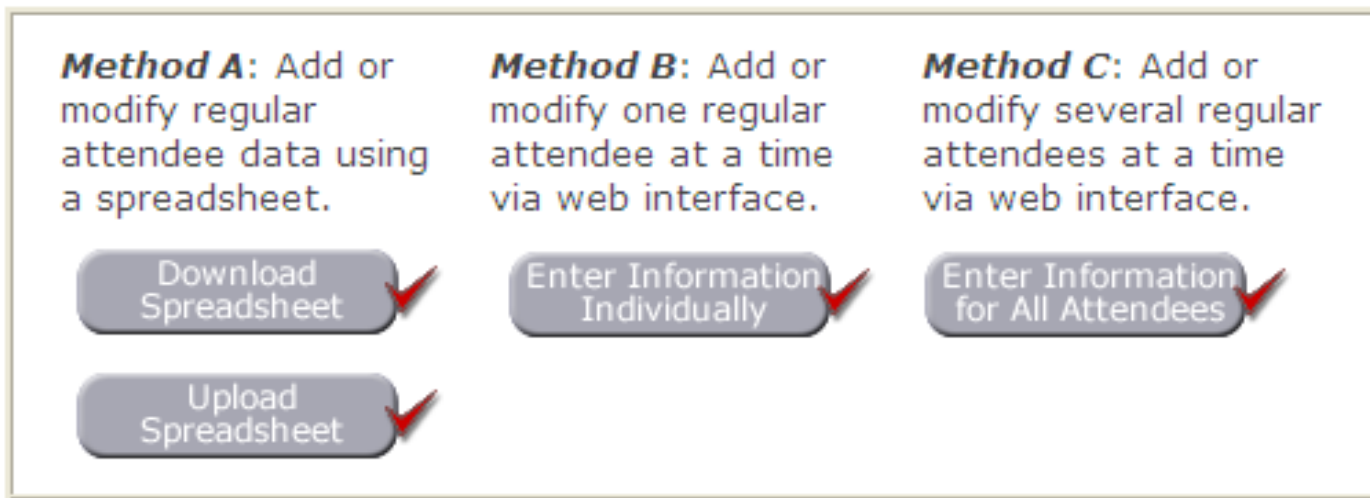


Individual Attendee Tools

[Individual Attendee Information Data Element Capture List Completion Summary](#)

Regular Attendees Page: Completion


- Once all data has been entered correctly and the number of regular attendees is the same on both the Attendance page and the Regular Attendees page, the Regular Attendees page will be complete:



The Regular Attendees Page: Reports and Data Access


- All individual student data can be accessed and downloaded (in entirety) from the Export data tab. These exports are in excel format with variable headings as they appear on-screen.
- This makes possible a far more robust kind of analysis than was possible with aggregated data.

APR: Partners

 U. S. Department of Education
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 21st Century Community Learning Centers
**21st CCLC Profile and Performance
Information Collection System**

You are logged in as:
Demo@G8U
[Logout](#)

[Home/Help](#) | [Grantee Profile](#) | **APR** | [Reports](#) | [Export Data](#)

Annual Performance Report (APR) Main Page

[APR Instructions](#)

Demo Grantee 1


Click any of the blue, uncheckmarked buttons below to enter information. Once a section has been successfully completed with all the required information, a gray, checkmarked button will replace the blue button. You can click the gray checkmarked buttons to edit a section's information. You can delegate the responsibility of completing the APR Center section to a center by going to the APR Centers section. You can do this by clicking on the **Centers** button.

APR Due Date: / /

Demo Grantee 1

☐ I want to certify the APR data for my centers.

What information needs to be provided for the APR module – Certification



21st Century Community Learning Centers
**21st CCLC Profile and Performance
Information Collection System**

You are logged in as:
Demo@G9S
[Logout](#)

Home/HelpGrantee Profile**APR**ReportsExport Data

Annual Performance Report (APR)
Main Page

[APR Instructions](#)

[Tutorials](#) [User Guide](#)

Demo Grantee 2

Click any of the blue, uncheckmarked buttons below to enter information. Once a section has been successfully completed with all the required information, a gray, checkmarked button will replace the blue button. You can click the gray checkmarked buttons to edit a section's information. You can delegate the responsibility of completing the APR Center section to a center by going to the APR Centers section. You can do this by clicking on the **Centers** button.

APR Due Date: / /

Demo Grantee 2

Objectives✓Centers✓Partners✓

☐ I want to certify the APR data for my centers.

Checking and Using Your PPICS Data

PPICS
PROFILE AND PERFORMANCE
INFORMATION COLLECTION SYSTEM

ED.gov
You are logged in as:
Amhers6P
[Logout](#)

Home/Help | Grantee Profile | APR | **Reports** | Export Data

Tutorial: Using these Reports NEW!
[Using the Reports: Web Tutorial](#)

Bundling NEW!
The bundling feature enables you to view combined APR center data (associated with any number of grants within your state) via the Selected Reports below. Click the [Bundling Feature](#) button to create a bundle or to find out more about bundling.

[Bundling Feature](#)

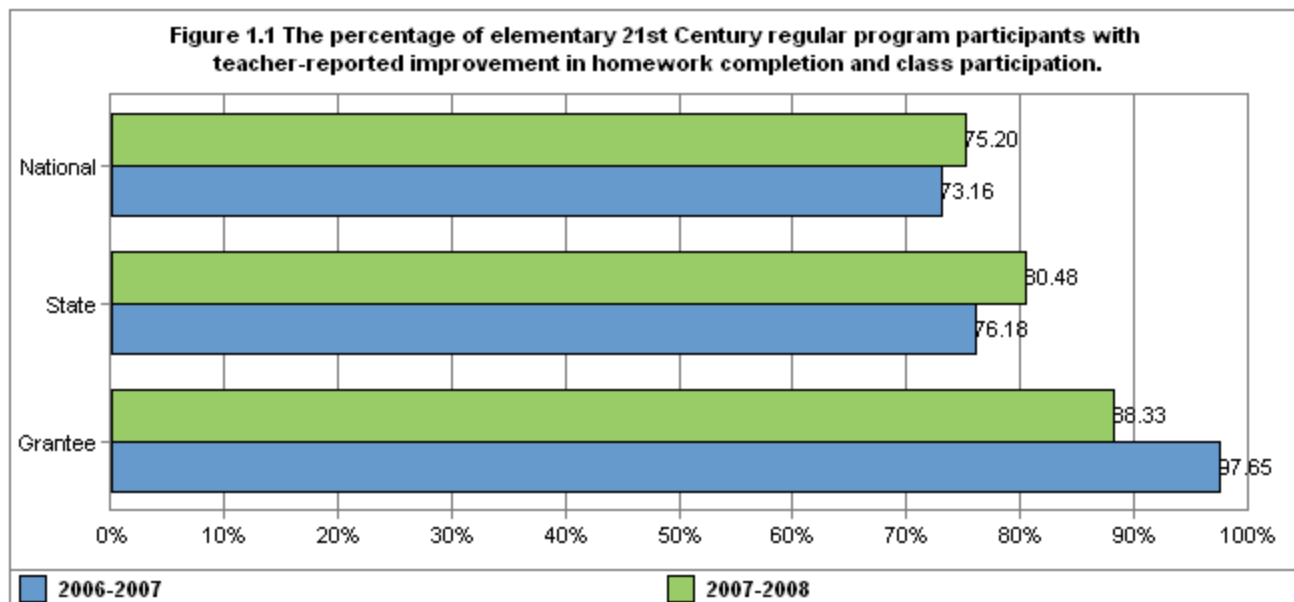
? Tutorials | User Guide
Reports Video Tutorials
[Reports Part 1](#)
[Reports Part 2](#)
[Close X](#)

Shores Commu
Oak Grove Bundl
Boys and Girls
Center School

Checking and Using Your PPICS Data

APR Programming and Results Comparison Reports **NEW!**

GPRA Summary



Of this Grantee's 1 center(s), 1 center(s) reported data for the 2007-2008 APR year.

Of this Grantee's 1 center(s), 1 center(s) reported data for the 2006-2007 APR year.

1.4 The percentage of elementary 21st Century regular program participants with teacher-reported improvements in student behavior.

81.12%

75%

70.4%

Checking and Using Your PPICS Data

[Back to Reports Main Page](#)

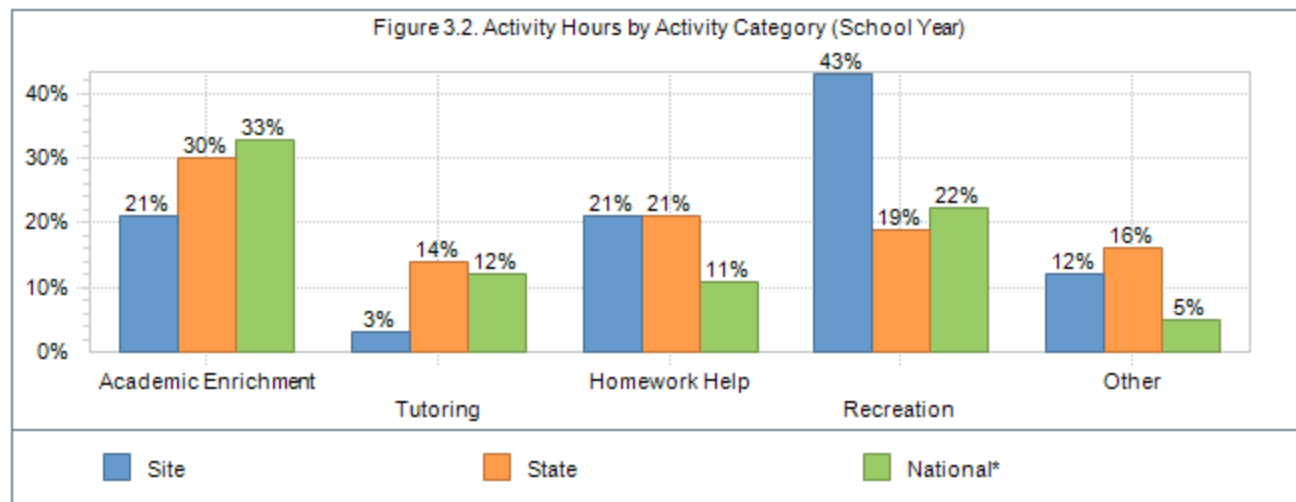
[Back to Center-Level Programming Comparison \(Advanced\)](#)

[Download PDF Report](#)

Individual Activities

Percent of activity hours by activity category (School Year):

- Academic Enrichment: 21%
- Tutoring: 3%
- Homework Help: 21%
- Recreation: 43%
- Other: 12%



*Note. National figures are based on individual activity data only (not all states collect individual activity data).

Checking and Using Your PPICS Data

Funding by Participants Served			
Description: Funding levels and participants served indicate efficiency in service provision.			
	APR Year		
	2006	2007	2008
Award Amount*	\$128,000.00	\$128,000.00	\$128,000.00
Total number of participants served (adults and students)	114	89	113
Number of students served	114	89	113
Total number of regular attendees (students)	68	63	71
Total hours of operation (summer and school year)	354	324	208
Cost per participant (adult and student)	\$1,122.81	\$1,438.20	\$1,132.74
Cost per student participant (all student participants)	\$1,122.81	\$1,438.20	\$1,132.74
Cost per student participant (regular student attendees)	\$1,882.35	\$2,031.75	\$1,802.82
Cost per hour of operation (per site)	\$361.58	\$395.06	\$615.38

Checking and Using Your PPICS Data

Objectives:

There is at least one Objective that is missing information.

Partners:

There is at least one Partner that is missing information.

Centers:

The fol
Individu
Disaggr

Remember: *Accurate, Timely, Quality* data will help not only your own program, but the 21st CCLC program as a whole.

[List of Centers That Are Missing Information for Missing Required Information for the Grantee Profile](#) [Missing Information for Individual Grantee](#)

[Complete Report List](#)

[Featured Reports](#)

Attendance

Missing:

- No data has been entered for **Staffing**.

- No data has been entered for **Attendance**.

PPICS 102

QUESTIONS?

Or, if you have questions later...

- E-mail: 21stcclc@contact.learningpt.org
- Toll-free phone: 866-356-2711
- LPA goal is to respond to Help Desk requests within one or two business days.